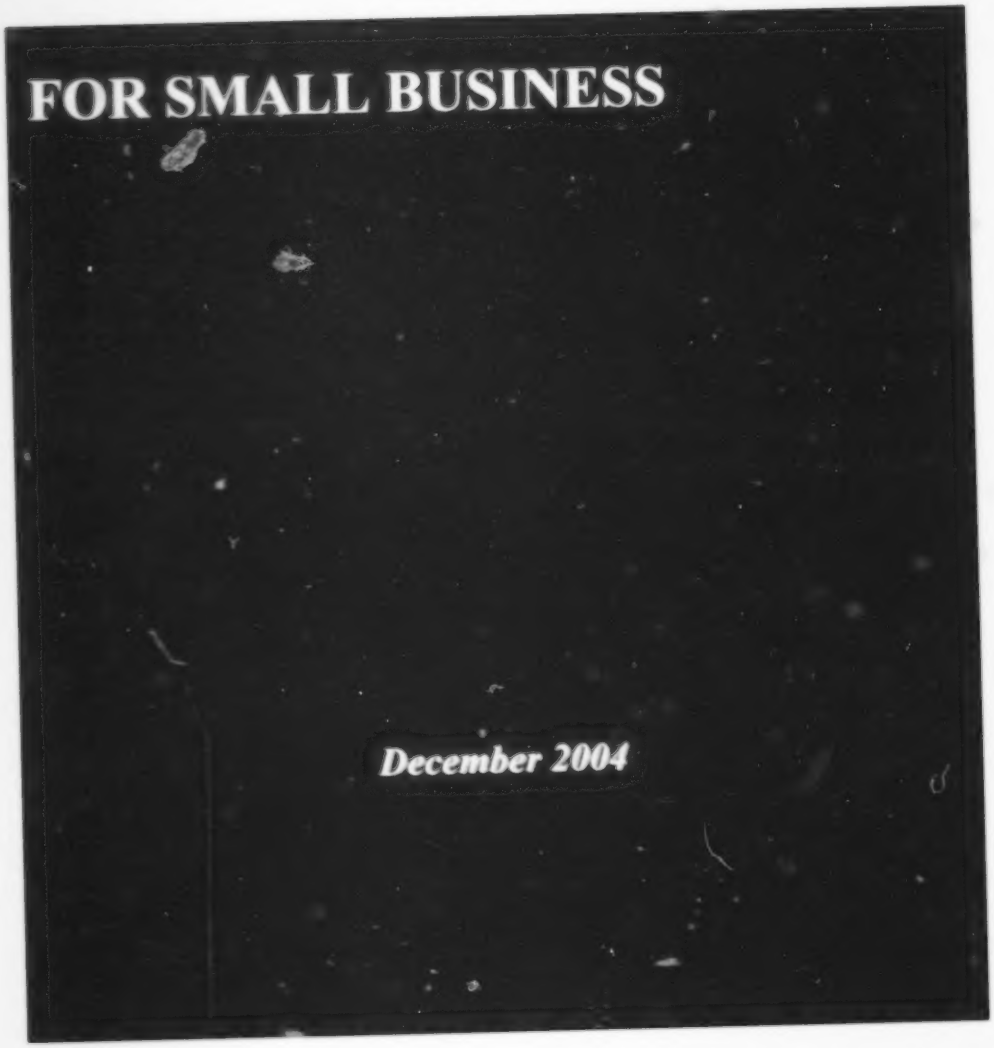
WORK SAFE
ALBERTA

Alberta Centennial

Health and Safety Tool Kit



CFIB
CANADIAN FEDERATION OF INDEPENDENT BUSINESS

Alberta
HUMAN RESOURCES AND EMPLOYMENT

the people & workplace department

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Introduction

Alberta Human Resources and Employment (AHRE), Workplace Health and Safety (WHS) developed this tool kit with the Canadian Federation of Independent Business (CFIB). Health and safety is critical on every work site, but not every work site can easily and quickly integrate new health and safety rules and requirements. CFIB worked with WHS to create a kit that will assist small firms in understanding their health and safety obligations, and provide practical tools that can be used by small business owners and workers in complying with the basic elements of the *Occupational Health and Safety Act, Regulation* and *Code.*

As a business owner/manager you are responsible for all aspects of your business, including the health and safety of all workers in your workplace. Health and safety is important to everyone.

This *Small Business Health and Safety Tool Kit* has been developed specifically with the needs and limited resources of small business in mind. Only a few areas of the OHS legislation are addressed:

- Responsibilities Under the OHS Legislation
- Communication and Worker Training
- Hazard Assessment and Control
- First Aid
- Workplace Violence
- Emergency Response

Throughout the document legislated requirements (the law) are specifically identified. The rest of the document provides background information and some sample practices to assist you in meeting the relevant legal requirements. You may use the sample tools provided, or you may develop your own.

It is important to remember that each specific type of industry and each workplace will have its own specific hazards. Based on the identification of the hazards in your workplace you must identify the specific areas of the legislation that apply to your workplace.

This toolkit does not replace the *OHS Act, Regulation* and *Code* and does not exempt readers from their responsibilities under the legislation.

Format

Each section of the tool kit and the related sample forms or policies are colour coded to make it easier to identify the information you need.

Section 1	**Responsibilities Under the OHS Legislation**
Section 2	**Communication and Training**
Section 3	**Hazard Assessment and Control**
Section 4	**First Aid**
Section 5	**Workplace Violence**
Section 6	**Emergency Response Plan**

Section 1: Responsibilities Under the OHS Legislation

Workplace health and safety is everyone's responsibility

Whether your business is big or small, based at one location or many, you are legally responsible to make sure that the working environment is a safe and healthy place to work.

In Alberta, the requirements for health and safety are outlined in the *Occupational Health and Safety Act (OHS Act), Regulation (OHS Regulation) and Code (OHS Code).* These documents are available for viewing or downloading on the Alberta Human Resources and Employment (AHRE) Workplace Health and Safety (WHS) web site at: www.worksafely.org. Official printed copies may be purchased from the Queen's Printer at: www.qp.gov.ab.ca/custom_page.cfm?page_id+41 or:

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Who does the legislation apply to?

The OHS Act, Regulation and Code affect most workers and employers in Alberta. The major exceptions are:

- Farmers and ranchers
- Domestic workers (such as nannies, housekeepers) and persons working at home
- Workers in federally regulated industries (for example, banks, transportation companies crossing provincial borders, television and radio broadcasters)

Reference: *OHS Act*, Section 1(s)

Section 1: Responsibilities Under the OHS Legislation

General Obligations of Employers and Workers

Employers

Under the *OHS Act*, employers are responsible for ensuring the health and safety of all workers at the work site. Specific requirements are outlined throughout the *OHS Act, Regulation and Code* depending on the work that is to be done.

You are an employer if:

- You employ one or more workers,
- You are designated to represent an employer,
- Your responsibility is to oversee workers' health and safety or
- You are self-employed.

Reference: *OHS Act*, Section 2(1)

Responsibilities include:

- Keeping equipment in safe working order
- Properly labeling and storing dangerous chemicals
- Ensuring workers perform their duties as required by the OHS Legislation
- Ensuring workers have the training and experience needed to do their jobs safely
- Informing your workers of any dangers on the job site
- Monitoring workers who may be exposed to certain hazards such as chemicals or noise. In some cases specific health examinations may be required.

Reference: *OHS Regulation*, Sections 12, 13, 15, *OHS Code*

Workers

Workers must take reasonable care to protect the health and safety of themselves and other workers.

Reference: *OHS Act*, Section 2(2)

Prime Contractor

If there are 2 or more employers involved in work at a work site at the same time, there must be a "**prime contractor".** The prime contractor for a work site is:

- The contractor, employer or other person who enters into an agreement with the owner of the work site to be the prime contractor, or
- If no agreement has been made or is in force, the owner of the work site.

The prime contractor, as far as it is reasonably practicable to do so, must ensure that *the OHS Act, Regulation* and *Code* are complied with.

The *Occupational Health and Safety Act* does not require the prime contractor to be present at the work site. It does require the prime contractor to have a system in place to ensure, as reasonably practicable, compliance with the *OHS Act*, *Regulation* and *Code*.

Reference: *OHS Act*, Section 3

Section 1: Responsibilities Under the OHS Legislation

Specific Requirements

Specific requirements for health and safety are included throughout the *OHS Act, Regulation and Code*. Some key areas applicable to all industries include:

Serious injuries and accidents

Employers must report to AHRE Workplace Health and Safety:

- An injury or accident that results in death,
- An injury or accident that results in a worker being admitted to a hospital for more than 2 days,
- An unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury,
- The collapse or upset of a crane, derrick or hoist, or
- The collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

Reference: *OHS Act*, Section 18

NOTE: There are also separate requirements for reporting injuries to the Worker's Compensation Board (WCB). These are covered under the *Worker's Compensation Act*, which is different from Occupational Health and Safety legislation. For further information and access to WCB forms go to: *www.wcb.ab.ca*.

Imminent Danger

The *OHS Act*, Section 35 outlines the worker's duty to refuse work in the case of imminent danger. "Imminent danger" means any danger that isn't normal for a job, or any dangerous conditions under which a worker wouldn't normally carry out their work. If workers think their work may put them or another worker in imminent danger, they **must** refuse to do it.

Reference *OHS Act*, Section 35

For Example:
A construction worker who has not been trained to handle explosives is being asked by his employer to destroy some explosives left behind at the work site by other employers. (Handling explosives is a danger normally present for blasters, but not for the construction worker).

The construction worker must refuse to carry out the work and inform the employer of the refusal and the reason for the refusal.

The employer must investigate and take action to eliminate the immediate danger.

Section 1: Responsibilities Under the OHS Legislation

This tool kit will get you started in creating a safer and healthier workplace and meeting the requirements of the OHS legislation. However only a few key areas required by all businesses are addressed:

- General Responsibilities
- Worker Training
- Hazard Assessment and Control
- First Aid
- Workplace Violence
- Emergency Response

The following list summarizes all topics covered by the *OHS Code*. If any other Parts of the *OHS Code* apply to your work site refer to the *OHS Code* and Explanation Guides available at: www.gov.ab.ca/hre/whs/law/ohs.asp

Topic	**Part of OHS Code**
• Definitions and General Application	Part 1
• **Hazard Assessment, Elimination and Control***	Part 2
• Specifications and Certifications	Part 3
• Chemical Hazards, Biological Hazards and Harmful Substances	Part 4
• Confined Spaces	Part 5
• Cranes, Hoists and Lifting Devices	Part 6
• **Emergency Preparedness and Response***	Part 7
• Entrances, Walkways, Stairways and Ladders	Part 8
• Fall Protection	Part 9
• Fire and Explosion Hazards	Part 10
• **First Aid***	Part 11
• General Safety Precautions	Part 12
• Joint Work Site Health and Safety Committee	Part 13
• Lifting and Handling Loads	Part 14
• Locking Out	Part 15
• Noise Exposure	Part 16
• Overhead Power Lines	Part 17
• Personal Protective Equipment	Part 18
• Powered Mobile Equipment	Part 19
• Radiation Exposure	Part 20
• Rigging	Part 21

Section 1: Responsibilities Under the OHS Legislation

Topic	Part of OHS Code
• Safeguards	Part 22
• Scaffolds and Temporary Work Platforms	Part 23
• Toilets and Washing Facilities	Part 24
• Tools, Equipment and Machinery	Part 25
• Ventilation Systems	Part 26
• **Violence***	Part 27
• Working Alone	Part 28
• Workplace Hazardous Materials Information System (WHMIS)	Part 29
• Demolition	Part 30
• Diving Operations	Part 31
• Excavating and Tunneling	Part 32
• Explosives	Part 33
• Forestry	Part 34
• Health Care and Industries with Biological Hazards	Part 35
• Mining	Part 36
• Oil and Gas Wells	Part 37
• Residential Roofing	Part 38
• Tree Care Operations	Part 39

*** Sections discussed in this document**

For further information on how to find information in the *OHS Act*, *Regulation* and *Code* access our e-learning tool on the Legislation at: www.gov.ab.ca/hre/whs/learning/index.asp

Section 2: Communication and Training

Communication

This important step involves communicating and consulting with your workers. When considering the tasks that are undertaken in your business, it is important to involve workers in decisions that may affect their health and safety. Generally, the people doing the job are most knowledgeable about the hazards they face and ways to work safely.

Clear and open communication channels at all levels in the workplace will encourage everyone's support for, and participation in, health and safety activities. Workers will be more likely to follow health and safety procedures when they have been involved in their development.

It is important to be aware of, and to take into consideration, differing skills in language, literacy and culture when communicating health and safety information. Adapt your communication style where necessary.

Consultation with workers may involve:

- Gathering workers at the start of work to discuss safety issues
- Encouraging workers to bring any safety concerns to their supervisor
- Reporting on actions taken to address identified hazards
- Informing workers about planned changes that may have implications for their health and safety
- Discussing new hazards and possible safety measures
- Walking through the work site with workers to identify existing and potential health and safety hazards

Management meetings

Effective health and safety systems rely on good management, therefore health and safety should be on the agenda at management meetings. Action should be taken to address any concerns brought forward at these meetings.

For Example:
Any identified hazards or incidents should be discussed at the management meeting. If effective controls are not already in place, action must be taken to ensure that the appropriate controls are put in place with assignment of responsibility and timelines. Follow-up is essential.

Section 2: Communication and Training

Change of shift or tailgate meetings

Communication of health and safety issues is very important where changes of shift are involved. Health and safety issues should be included as a routine item in the hand over between workers starting and finishing shifts.

For Example:
If a hazard or potential hazard has been identified on the day shift, this information should be passed to the workers on the next shift. (e.g.. Equipment that is awaiting repair)

Training

General requirements for worker training are in the *OHS Regulation*, Section 15.

Responsibilities

Employers

Employers must ensure that a worker is trained in the safe operation of the equipment the worker is required to operate. This training must include:

- selection of the appropriate equipment
- limitations of the equipment
- operator's pre-use inspection
- use of the equipment
- operator skills required by the manufacturer's specifications for the equipment
- mechanical and maintenance requirements of the equipment
- loading and unloading the equipment if doing so is a job requirement
- the hazards specific to the operation of the equipment at the work site.

If a worker may be exposed to a harmful substance at a work site, the employer must

- establish procedures that minimize the worker's exposure to the harmful substance,
- ensure that a worker who may be exposed to the harmful substance is trained in the procedures, applies the training, and is informed of the health hazards associated with exposure to the harmful substance.

Reference: *OHS Regulation*, Section 15

What is equipment?

Equipment means a thing used to equip workers at a work site and includes, tools, supplies, machinery and sanitary facilities.

***OHS Regulation*, Section 1**

Workers

Workers must:

- participate in the training provided by an employer
- apply the training

Reference: *OHS Regulation*, Section 15

Section 2: Communication and Training

Competent Worker

If work is to be done that may endanger a worker, the employer must ensure that the work is done

- by a worker who is competent to do the work or
- by a worker who is working under the direct supervision of a worker who is competent to do the work

Reference: *OHS Regulation*, Section 13

What is a competent worker?

"...adequately qualified, suitably trained, and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision."

OHS Regulation, Section 1

Specific requirements for worker training are identified throughout the OHS legislation. Refer to these for job specific requirements.

Section 3: Hazard Assessment and Control

Hazard assessment and control is at the foundation of occupational health and safety, and is a requirement under the Alberta *Occupational Health and Safety Code.*

Responsibilities

Employers

Under the *OHS Code*, Part 2, employers must:

- Assess a work site and identify existing or potential hazards.
- Prepare a written and dated hazard assessment, including the methods used to control or eliminate the hazards identified. A properly completed checklist is acceptable as a written hazard assessment.
- Where possible, involve workers in the hazard assessment
- Make sure workers are informed of the hazards and the methods used to control the hazards.

Reference *OHS Code*, Part 2

When to Repeat the Hazard Assessment

An employer must make sure that a hazard assessment is done:

- At reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions,
- When a new work process is introduced,
- When a work process or operation changes or
- Before the construction of a new work site.

Reference *OHS Code* Part 2

Specific Situations

Multiple Work Sites

If an employer has multiple work sites with similar hazards, and the safe work practices to be followed at each work site are identical, a single hazard assessment applicable to all work sites is acceptable. The employer must ensure that there are no unusual circumstances present at any of the worksites that differ significantly from the others. (Reference OHS Explanation Guide: Part 2: www.gov.ab.ca/hre/whs/law/pdf/ohsc_p2.pdf)

Section 3: Hazard Assessment and Control

Mobile Work Sites

For work where an employer may send workers out to different sites several times a day, such as for service or repair work, a general written hazard assessment, instead of an assessment at each site, may be done on the tasks that workers will be doing, and respective control measures identified. One of the hazards identified may be "working in an unfamiliar area", and the appropriate control may be "talk to the owner of the site and be familiar with the hazards around the work area before performing the work".

Section 3: Hazard Assessment and Control

Step 1: Identifying and Assessing Hazards

What is a Hazard?

> A **hazard** is *any situation, condition or thing that may be dangerous to the safety or health of workers.*
>
> **Reference: *OHS Code* Part 1.**

Hazards may be grouped into four categories:

Physical Hazards	Such as: • Lifting and handling loads e.g. manual materials handling • Repetitive motions • Slipping and tripping hazards e.g. poorly maintained floors • Moving parts of machinery • Working at heights e.g. elevated platforms, roofs • Pressurized systems e.g. piping, vessels, boilers • Vehicles e.g. forklift trucks, trucks, pavers • Fire • Electricity e.g. poor wiring, frayed cords • Excess noise e.g. portable hand held tools, engines • Inadequate lighting • Extreme temperatures • Vibration • Ionizing radiation • Workplace violence
Chemical Hazards	Such as: • Chemicals e.g. battery acids, solvents, cleaners • Dusts e.g. from grinding, asbestos removal, sandblasting • Fumes e.g. welding • Mists and vapours • Gases
Biological Hazards	Such as: • Viruses, fungi, bacteria • Moulds • Blood and body fluids • Sewage
Psychological Hazards	Such as: • Working conditions • Stress • Fatigue

Section 3: Hazard Assessment and Control

Why Conduct a Hazard Assessment?

Assessing hazards means taking a careful look at what could harm workers at the work site. The purpose of hazard assessment is to prevent work-related injury or illness to workers.

In its simplest form, a hazard assessment answers the question "What if..."

- I don't put a guardrail around that elevated work platform?
- I don't enforce the wearing of seat belts in all company vehicles?
- I don't have our workers wear eye protection while grinding?
- I don't have workers test the atmosphere before entering a vessel?
- One of our workers becomes injured or dies because.....?

Benefits of performing a hazard assessment may include:

- Reducing the number and severity of workplace injuries
- Identifying the need for worker training
- Identifying poor or missing procedures
- Increasing workers' participation and ownership of workplace health and safety
- Reducing production losses and damage to equipment and property
- Providing a useful tool when investigating incidents.

How To Conduct a Hazard Assessment

There are a number of ways to find hazards in the workplace including:

- Walk around and look at your workplace and at how work is done. Ask your workers what they consider unsafe.
- Think about what could possibly go wrong and don't overlook the things that people may have 'worked around' for years. Ask yourself "what if....?"
- Review any information you may have on a particular piece of equipment (manufacturer's specifications) or chemical (Material Safety Data Sheets (MSDS's)) to see what it says about safety precautions.
- Talk to others in similar industries to find out what sort of incidents they have had.

Section 3: Hazard Assessment and Control

More formal processes for conducting a hazard assessment may include:

- **Physical inspections** using a checklist.
- **Task or job hazard analysis** – breaking jobs down into tasks and identifying the hazards involved with each task.
- **Process analysis** – following a process from start to finish and identifying the hazards involved at each stage.
- **Incident investigation** findings – results of incident investigation may identify the hazards involved.

Questions to Ask When Looking for Hazards

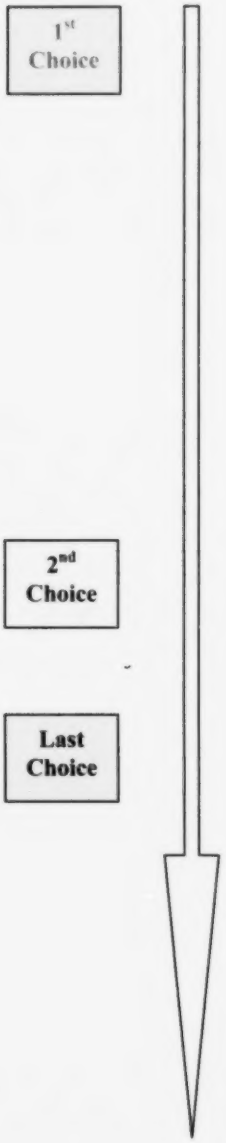
- *Is your working environment a building, office, yard, laboratory, trench, roof, delivery van?*
- *How suitable are the things you use for the task? Are they easily accessible?*
- *How might people be hurt directly by equipment, machinery and tools?*
- *How might people be hurt indirectly through noise, fumes, radiation, etc?*
- *How might people be hurt by using chemicals and/or other materials (paints, solvents, fuels, toner, oils, plastics, acids, pesticides, gases, biological samples, wastes)?*
- *Are workers using equipment and materials correctly?*

For further information on Hazard Assessment and Control access our e-learning tool at: www.gov.ab.ca/hre/whs/learning/index.asp

Section 3: Hazard Assessment and Control

Step 2: Eliminating and Controlling Hazards

Whenever possible, hazards should be **eliminated**. If this is not possible they must be controlled. **Control** means reducing the hazard to levels that do not present a risk to worker health. Controls, in order of preference include:



Engineering controls (preferred method)	• First try to eliminate the hazard completely. This could mean removing trip hazards on the floor or disposing of unwanted chemicals, etc. • If it is not practical to eliminate the hazard completely, try to substitute it with something safer, such as using smaller packages to reduce the weight of items that have to be manually handled; using a less toxic chemical, etc. • Isolate the hazard: for example, use sound proof barriers to reduce noise levels, use an enclosed spray booth for spray painting, use remote control systems to operate machinery • Use trolleys or hoists to move heavy loads, place guards around moving parts of machinery. • Ventilation
Administrative controls	• Use safe work procedures • Provide training and supervision for workers • Ensure regular maintenance of machinery and equipment • Limit exposure times by using job rotation
Personal Protective Equipment (PPE)	• Includes gloves, hard hats, hearing and eye protection, safety harnesses, protective clothing, respirators, steel-toed boots • Ensure that ▪ The right type of PPE is selected for the job ▪ PPE fits properly and is comfortable under working conditions ▪ Workers are trained in the need for PPE, its use and maintenance ▪ PPE is stored in a clean and fully operational condition
Combination of the above	• Engineering • Administrative • PPE

Section 3: Hazard Assessment and Control

A sample of a completed hazard assessment is included for your information. Blank sample hazard assessment forms are included in Appendix A. There are many other forms and tools that can be used. You may use the samples attached, another form, or develop your own. It is important that the hazard assessment address all hazards specific to your work site.

NOTE: If you work in a high hazard industry[1], you may need to use or develop an industry specific checklist.

Standard checklists or assistance in developing a checklist that meets your needs may be available through:

- Industry health and safety associations or private health and safety consultants. Access a list of resources on the Information Sharing Network web site at: www.gov.ab.ca/hre/whs/network
- AHRE e-learning tools at www.worksafely.org
- The Alberta Government Library, Labour Building Site
  3rd Floor, Labour Building
  10808-99 Avenue
  Edmonton, Alberta T5K 0G5
  Phone: (780) 427-8533
  Toll free via 310 - 0000

[1] Refer to Schedule 2 of the *OHS Code* to determine the level of hazard of your work site. http://www3.gov.ab.ca/hre/whs/publications/pdf/OHSC-1.pdf

Section 3: Hazard Assessment and Control

Sample Completed Hazard Assessment Forms

Step 1: On the Hazard Identification checklist, check off all the hazards or potential hazards that are present at your work site. Add any identified hazards specific to your work site to the list:

Company: WWWStore

Location: Snowy Creek

Date of assessment: May 12, 2004

Completed by: J. Lift

Fill in:
- Company
- Location
- Date of assessment
- Name of person completing the assessment

HAZARD IDENTIFICATION			
Physical Hazards		**Chemical Hazards**	
Lifting and handling loads	X	Chemicals (identify types)	
Repetitive motion	☐	Type:	☐
Slipping and tripping	X	Type:	☐
Moving parts of machinery	☐	Type:	☐
Working at heights	☐	Type:	☐
Pressurized systems	☐	Type	☐
Vehicles	☐	Dusts	☐
Fire	☐	Fumes (identify types)	
Electricity	☐	Type:	☐
Noise	☐	Type:	☐
Lighting	☐	Type:	☐
Temperatures	☐	Mists and Vapours (identify types)	
Vibration	☐	Type:	☐
Ionizing Radiation	☐	Type:	☐
Workplace Violence	☐	Type:	☐
Other: specify	☐	Other: specify	☐
Other: specify	☐	Other: specify	☐
Other: specify	☐	Other: specify	☐
Biological Hazards		**Psychological Hazards**	
Viruses	☐	Working conditions	☐
Fungi (mould)	☐	Fatigue	☐
Bacteria	☐	Stress	☐
Blood and Body Fluids	☐	Other: specify	☐
Sewage	☐	Other: specify	☐
Other: specify	☐	Other: specify	☐
Other: specify	☐		

Check off all hazards or potential hazards at your work site

Add any additional identified hazards specific to your worksite that are not already listed.

Sample Completed Hazard Assessment Forms

Step 1: On the Hazard Identification checklist, check off all the hazards or potential hazards that are present at your work site. Add any identified hazards specific to your work site to the list:

Company: ___**WWWStore**_____

Location: ___**Snowy Creek**_____

Date of assessment: ___**May 12, 2004**_____

Completed by: ___**J. Lift**_____

Fill in:
- Company
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HAZARD IDENTIFICATION			
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Slipping and tripping	X	Type:	☐
Moving parts of machinery	☐	Type:	☐
Working at heights	☐	Type:	☐
Pressurized systems	☐	Type	☐
Vehicles	☐	Dusts	☐
Fire	☐	Fumes (identify types)	
Electricity	☐	Type:	☐
Noise	☐	Type:	☐
Lighting	☐	Type:	☐
Temperatures	☐	Mists and Vapours (identify types)	
Vibration	☐	Type:	☐
Ionizing Radiation	☐	Type:	☐
Workplace Violence	☐	Type:	☐
Other: specify	☐	Other: specify	☐
Other: specify	☐	Other: specify	☐
Other: specify	☐	Other: specify	☐
Biological Hazards		**Psychological Hazards**	
Viruses	☐	Working conditions	☐
Fungi (mould)	☐	Fatigue	☐
Bacteria	☐	Stress	☐
Blood and Body Fluids	☐	Other: specify	☐
Sewage	☐	Other: specify	☐
Other: specify	☐	Other: specify	☐
Other: specify	☐		

Check off all hazards or potential hazards at your work site

Add any additional identified hazards specific to your worksite that are not already listed.

Step 2: Hazard Assessment and Control Sheet (Sample)

- Take the hazards identified on the checklist above and list them on the Hazard Assessment and Control Sheet
- Identify the controls that are in place: engineering, administrative, PPE or combination for each hazard

Hazard	Controls in Place (list)			Follow-up Action Required	Date/Person Responsible
	Engineering	Administrative	PPE		
Lifting and handling loads	Mechanical lift	- Safe work procedures - Worker training	None	Worker training program needs to be repeated in 1 month	May 12, 2004 J. Lift
Slipping and tripping		- Safe work procedures for housekeeping	- proper footwear		

List hazards from previous page here

Identify controls that are in place. If you wish you may identify them by type of control

Identify if there is any follow-up action required such as more training or PPE

Fill in name of person who is responsible for implementing controls

Section 3: Hazard Assessment and Control

Step 2: Hazard Assessment and Control Sheet (Sample)

- Take the hazards identified on the checklist above and list them on the Hazard Assessment and Control Sheet
- Identify the controls that are in place: engineering, administrative, PPE or combination for each hazard

Hazard	Controls in Place (list)			Follow-up Action Required	Date/Person Responsible
	Engineering	Administrative	PPE		
Lifting and handling loads	Mechanical lift	- Safe work procedures - Worker training	None	Worker training program needs to be repeated in 1 month	May 12, 2004 J. Lift
Slipping and tripping		- Safe work procedures for housekeeping	- proper footwear		

List hazards from previous page here.

Identify controls that are in place. If you wish you may identify them by type of control.

Identify if there is any follow-up action required such as more training or PPE

Fill in name of person who is responsible for implementing controls

Section 4: First Aid

First aid means "*the immediate and temporary care given to an injured or ill person at a work site using available equipment, supplies, facilities, or services, including treatment to sustain life, to prevent a condition from becoming worse or to promote recovery.*" (*OHS Code*, Part 1)

In Alberta, workplace First Aid requirements are outlined in Part 11 of the *Occupational Health and Safety (OHS) Code*. Specific requirements are listed in Schedule 2 of the *OHS Code* and are determined based on:

- How hazardous the work is.
- The time taken to travel from the work site to a health care facility (hospital).
- The number of workers on each shift.

Definition

First Aider – means an emergency first aider, standard first aider or advanced first aider designated by an employer to provide first aid to workers at a work site.

First aiders must be trained by an approved training agency that meets the standards of the AHRE Director of Medical Services.

A list of approved first aid training agencies is available at: www.gov.ab.ca/hre/whs_courses/index.asp

Responsibilities

Employers

Are responsible for:

- Providing first aid services, supplies and equipment in accordance with Schedule 2 of the *Code* (see chart, Page 26 in this Section if you have fewer than 10 workers)
- Ensuring that the services, supplies and equipment are located near the work site they serve and are maintained, available and accessible during all working hours.
- Communicating the information about first aid to workers.
- Ensuring arrangements are in place to transport injured or ill workers from the work site to the nearest health care facility.
- Ensuring that first aiders are trained.
- Ensuring that injuries and acute illnesses are reported to the employer and recorded, and that records are kept confidential.

For more detailed requirements refer to Part 11 and Schedule 2 of the OHS Code.

Section 4: First Aid

When to complete a first aid record

- Workers must report any acute illness or injury[2] at the work site to the employer as soon as possible.
- Employers must record, on a first aid record, every acute illness or injury that occurs at the work site as soon as possible after it is reported to them.

NOTE: Serious injuries must be reported to Alberta Workplace Health and Safety as outlined in Section 1.

The first aid record must contain:

- Name of worker
- Name and qualifications of the person giving first aid
- Description of the illness or injury
- Type of first aid given to the worker
- Date and time of the illness or injury
- Date and time the illness or injury was reported
- Where at the work site the incident occurred
- Work-related cause of the incident, if any

A sample blank first aid record is attached in Appendix B. A sample completed first aid record is included at the end of this section.

Record-keeping

- First aid records must be maintained for 3 years from the date of incident.
- The person assigned responsibility for custody of first aid records must ensure they are kept confidential. Access to first aid records is limited to the worker, government occupational health and safety officers, the government Director of Medical Services or a person authorized by the Director of Medical Services, except where written permission of the worker is obtained.

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[2] Acute illness or injury means a physical injury or sudden occurrence of an illness that results in the need for immediate care. (*OHS Code*, Part 1)

Section 4: First Aid

Determining your first aid requirements

Step 1	Ask the following questions: • **Is the work done at the worksite classified as low, medium or high risk**? (refer to schedule 2 of the *OHS Code* to see where your work fits) • **How far is the work site from the nearest hospital or health care center as defined in the *OHS Code*?** Is it: ▪ Close – up to 20 minutes under normal travel conditions ▪ Distant – 20 – 40 minutes under normal travel conditions ▪ Isolated – more than 40 minutes under normal travel conditions • **How many workers are there at the work site at a given time for each shift?**
Step 2	Refer to the Tables outlined in the *OHS Code* to determine the services and supplies that are required at your work site. • An excerpt from Schedule 2 for work sites with 1 – 9 workers is attached.
Step 3	**Ensure that arrangements are in place to transport injured or ill workers from the work site to the nearest hospital.** "Arrangements" includes procedures and contact information for transporting injured or ill workers. Within a municipality the arrangements may be the use of an ambulance service. *OHS Code*, Part 11, Section 180
Step 4	**Ensure first aiders have the appropriate training as outlined in the *OHS Code*** Part 11, Section 177 and Schedule 2. A list of approved first aid training agencies is available at: www.gov.ab.ca/hre/whs/courses/index.asp
Step 5	Ensure acute illnesses and all workplace injuries are reported to the supervisor/employer and recorded, and that records are kept confidential. (See sample First Aid Record Form attached and reference the publication: First Aid Records at: www.gov.ab.ca/hre/whs/publications/pdf/fa009.pdf) **Report serious injuries to Alberta Workplace Health and Safety as outlined in Section 1 of this document**

Section 4: First Aid

Legislated Requirements

Number of Workers at work site per shift	Close work site (up to 20 minutes)	Distant work site (20 – 40 minutes)	Isolated work site (more than 40 minutes)
Low Hazard Work			
1	Type P First Aid Kit	Type P First Aid Kit	Type P First Aid Kit
2-9	No. 1 First Aid Kit	1 Emergency First Aider No. 2 First Aid Kit	1 Standard First Aider No. 2 First Aid Kit
Medium Hazard Work			
1	Type P First Aid Kit	Type P First Aid Kit	Type P First Aid Kit
2-9	1 Emergency First Aider No. 1 First Aid Kit	1 Standard First Aider No. 2 First Aid Kit 3 blankets	1 Standard First Aider No. 2 First Aid Kit 3 blankets
High Hazard Work			
1	Type P First Aid Kit	Type P First Aid Kit	Type P First Aid Kit
2-4	1 Emergency First Aider No. 1 First Aid Kit	1 Standard First Aider No. 2 First Aid Kit	1 Standard First Aider No. 2 First Aid Kit
5-9	1 Emergency First Aider 1 Standard First Aider No. 2 First Aid Kit	2 Standard First Aiders No. 2 First Aid Kit 3 blankets	2 Standard First Aiders No. 2 First Aid Kit 3 blankets

First Aid Kits are available at safety supply stores. Ask for an Alberta First Aid Kit and specify the number of the kit required.

For work sites with more than 9 workers, refer to Part 11 and Schedule 2 of the OHS Code.

Section 4: First Aid

First Aid Record (Completed Sample)

Jane's Restaurant

Date of injury or illness: **01/June/2004** (Day Month Year) Time: **10:00** AM ☒ PM ☐

Enter date and time of injury / illness

Date injury or illness **reported to First aider:** **01/June/2004** (Day Month Year) Time: **10:02** AM ☒ PM ☐

Enter date and time reported to first aider

Full name of injured or ill worker: **Jane Doe**

Enter name of injured worker

Description of the injury or illness:

Worker cut left thumb while slicing vegetables

Enter description of what happened

Description of where the injury or illness occurred/began:

Incident occurred in the kitchen of Jane's Restaurant

Enter location of incident

Cause of the injury or illness:

Worker was distracted by co-worker asking questions; knife slipped and cut worker's thumb

Enter causes for incident

First aid provided? Yes ☒ (If yes, complete the rest of this page) No ☐

Name of first aider: Bill Jones

First aid qualifications:

Emergency First Aider	☐	Emergency Medical Technician- Paramedic	☐
Standard First Aider	☒	Emergency Medical Technician – Ambulance	☐
Advanced First Aider	☐	Emergency Medical Technician	☐
Registered Nurse	☐	Emergency Medical Responder	☐

Check if first aid was given or not

If yes record name and qualifications of first aider

First Aid provided:

Cut cleaned with water and gauze dressing applied. Worker returned to work.

Describe what first aid was provided.

CONFIDENTIAL

Keep this record for at least 3 years from the date of injury or illness

Section 5: Workplace Violence

The potential for violence in the workplace is increasingly recognized as a hazard at workplaces in Alberta. Under the *OHS Code*, Part 27, employers are required to consider workplace violence when conducting their hazard assessment. Identifying situations where workers may be exposed to violence assists the employer in the implementation of controls such as policies and procedures to decrease the possibility of their workers being exposed to violence.

Responsibilities

Employers

Must

- Ensure that workplace violence is considered as a hazard.
- Develop a policy and procedures for potential workplace violence. (A sample workplace policy is attached in Appendix C)
- Ensure workers are instructed in the recognition, reporting and response to workplace violence.

Reference: *OHS Code*, Part 27

Categories of Workplace Violence

Violence in the workplace may fall into one of the following categories:

- Stranger violence (such as a robbery)
- Client/customer violence
- Co-worker violence
- Violence related to domestic issues

Section 5: Workplace Violence

Factors to consider when assessing the risk of workplace violence

Industry Based Risks

Does the work involve any of the following?

- Working alone or in small numbers
- Working in retail, especially with
  - Money
  - Prescription Drugs
  - Jewelry
  - Other Valuables
- Working between 11 pm and 6 am
- Working where alcohol is sold or consumed
- Providing social assistance or emergency interventions
- Working with patients in a healthcare facility
- Working in law enforcement, correction, security or any other inspection or regulatory occupation
- Working with unstable or violent individuals
- Employers targeted by protestors or action groups

Demographic Based Risks

Does the work involve any of the following?

- Working in proximity to businesses that experience an elevated risk from any of the above industry based risks
- Working in or near areas of increased crime
- Working in isolated or remote areas
- Working in community based settings such as social work or home care
- Working during peak business cycles such as Christmas shopping rush; lunch or dinner hours
- Working during a period of significant organizational change

Section 5: Workplace Violence

Prevention of Workplace Violence Policy Statement (Completed Sample)

The management of **(Jane's Restaurant)** recognize the potential for workplace violence and other aggressive behavior directed at our employees. We will not tolerate behavior from anyone that intimidates, threatens, harasses, abuses, injures or otherwise victimizes our employees and will take whatever steps are appropriate to protect our employees from the potential hazards associated with workplace violence. We are committed to providing our employees with an appropriate level of protection from the hazards associated with workplace violence.

Insert Company name

Overall policy on workplace violence

Management Responsibilities

Management will:

- Inform employees if they are working in an area where there is a potential for violence and identify any risks that are specific to that area.
- Ensure that appropriate procedures are in place to minimize the risk to our employees from violence.
- Ensure that employees are trained in recognizing and responding to situations involving workplace violence.
- Ensure that every reported incident of workplace violence is investigated, and potential areas for improvement are identified.

Outline management responsibilities for workplace violence

Employee Responsibilities

- Employees of **(Jane's Restaurant)** are required to be familiar with and follow the procedures that are in place to protect them from workplace violence.
- All employees must participate in the instruction of workplace violence prevention.
- Employees are required to immediately report all incidents of workplace violence to their supervisor or (identify alternate eg. manager, foreman, security).
- Employees are also responsible for participating in work site hazard assessments and implementing controls and procedures to eliminate or control the associated hazards.

Outline employee responsibilities regarding workplace violence

If incidents are reported to someone other than the employee's supervisor, make sure this is identified

No employee can be penalized, reprimanded, or in any way criticized when acting in good faith while following the procedures for addressing situations involving workplace violence.

J. L. CEO — June 7, 2004

Signature of company owner/president — Date

Make sure policy is signed by owner or president of company and dated

Source: Alberta WCB: Preventing Violence at Work

Section 5: Workplace Violence

Procedures

In addition to a policy, procedures should be developed and communicated to all workers. The procedures[3] should address the following areas:

- ***How potential hazards will be identified and communicated to staff***

> *Example:*
> *Hazard assessments regarding workplace violence will be completed as part of the regular hazard assessment program. Results will be communicated to workers at the regular staff meetings.*

- ***How to respond to workplace violence***

> *Example:*
> *All workers who are exposed to potential or real situations of workplace violence should leave the immediate area if possible and call for assistance from co-workers or 911 immediately.*

- ***How to report workplace violence***

> *Example:*
> *Employees are required to immediately report all incidents of workplace violence to their supervisor.*

- ***How to investigate and document incidents of workplace violence***

> *Example:*
> *All incidents of workplace violence will be documented on the Incident Report and Investigation Form and the supervisor is responsible for investigating the incident to determine the causes and to identify how to prevent future occurrences.*
>
> **For more information on conducting an Incident Investigation and sample Incident Investigation Forms access the AHRE e-learning awareness program on Incident Investigation at www.worksafely.org**

- ***The support available for victims of workplace violence***

> *Example:*
> *All workers exposed to workplace violence will be advised to consult with a health care professional for counseling.*

- ***Training of workers***

> *Example:*
> *All workers will be instructed in the workplace violence policy and procedures in orientation and a review will be done annually or as new related work processes or hazards arise.*

[3] Source: Alberta WCB (2001). Preventing Violence at Work.

Section 6: Emergency Response Plan

An emergency may be defined as "*any situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate attention*".[4] There are many types of emergencies including, but not limited to:

- Fires
- Spills
- Critical injuries
- Explosions
- Medical emergencies
- Transportation collisions
- Power or fuel loss
- Workplace violence
- Bomb threats
- Natural disasters such as: ice storms, tornados or severe storms, floods

Planning and preparing in advance for emergencies is important. An emergency response plan will protect the health, safety and lives of people at your work site. It will also minimize business losses related to damage to the environment and property. In Alberta, the *OHS Code*, Part 7 requires employers to establish an emergency response plan for response to an emergency ***that may require rescue or evacuation.***

Legislated Requirements

- Employers must establish an emergency response plan in case of an **emergency that may require rescue or evacuation.** The plan must be written, and affected workers must be consulted in the development of the plan.
- The emergency response plan must include:
  - The identification of potential emergencies (based on the hazard assessment).
  - Procedures for dealing with the identified emergencies
  - The identification of, location of and operational procedures for emergency equipment
  - The emergency response training requirements
  - The location and use of emergency facilities
  - The fire protection requirements
  - The alarm and emergency communication requirements
  - The first aid services required
  - Procedures for rescue and evacuation
  - The designated rescue and evacuation workers

Reference: *OHS Code* Part 7

[4] Canadian Centre for Occupational Health and Safety. (2004). *Emergency Response Planning Guide*. First Edition. p. 2.

Section 6: Emergency Response Plan

How do I develop an emergency response plan?

Begin your plan by addressing each of the components required in the *OHS Code*. A very simple plan will be appropriate in offices, small retail shops and small manufacturing settings where there are few or no hazardous materials or processes and workers evacuate when alarms sound or when notified by public address systems. More complex plans are required in workplaces containing hazardous materials or workplaces where workers fight fires, perform rescue and medical tasks, or delay evacuation after alarms sound to shut down critical equipment. The emergency response plan should be tested in the workplace to make sure it works.

It is essential that the emergency response plan be site specific. To assist you in your planning a sample of a completed response plan is provided. A sample blank plan is provided in Appendix D. You may use this or develop your own format, as long as all components outlined in the *Code* are addressed.

Section 6: Emergency Response Plan

Emergency Response Plan (Completed Sample)

Company Name: Joe's Insurance
Location: 50 Elm Street, Small Town, Alberta

Enter name of company and location

POTENTIAL EMERGENCIES (Based on Hazard Assessment	The following are identified potential emergencies: Fire
EMERGENCY PROCEDURES	In the event of a fire occurring within or affecting the work site, the office manager makes the following decisions and ensures the appropriate key steps are taken: • Advise all personnel • Pull the fire alarm to alert the nearest fire station and initiate the fire alarm within the building. • Evacuate all persons to a safe point and account for everyone including visitors and clients.
LOCATION OF EMERGENCY EQUIPMENT	Emergency equipment is located at: • Fire Alarm – o 1 at the reception desk o 1 by the back door • Fire Extinguisher o 1 in the office hallway • Fire Hose: o 1 – in the office hallway next to the fire extinguisher • Panic Alarm Button o 1 –at the main reception desk under the computer
WORKERS TRAINED IN THE USE OF EMERGENCY EQUIPMENT (List of names of workers trained and Equipment trained on)	1. Sun Shine – Fire extinguisher 2. Jane Doe – Fire Extinguisher 3.

Based on your hazard assessment, list potential emergencies where rescue and evacuation would be required for your site, ie fire, tornado

List the procedures to be followed for each of the identified emergencies

List the locations of emergency equipment

List the names of workers trained in the use of emergency equipment and the type of equipment they are trained to use

EMERGENCY RESPONSE TRAINING REQUIREMENTS

Type of Training	Frequency
Use of fire extinguishers	Orientation and annually

Identify the training requirements for emergency response

Section 6: Emergency Response Plan

LOCATION AND USE OF EMERGENCY FACILITIES	The nearest emergency services are located: • Fire station: 10 Fir Street – 2 blocks east • Ambulance: 40 Sun Street – 10 blocks south • Police: 1 Police Plaza – 20 blocks west • Hospital: 101 Hospital Avenue – 4 blocks east • Other:
FIRE PROTECTION REQUIREMENTS	• Sprinkler systems are located in all rooms of the work site
ALARM AND EMERGENCY COMMUNICATION REQUIREMENTS	• Pulling the fire alarm will automatically alert the fire department and initiate an alarm within the building. • The fire alarm signal is intermittent sharp beeps
FIRST AID	First Aid Supplies are located at: • Type No. 1 First Aid Kit at the main reception desk • Blankets in the storage room First Aiders are: • Jane First Aider – Reception Day shift (9am – 5 pm) Transportation for ill or injured workers is by ambulance. Call 911.
PROCEDURES FOR RESCUE AND EVACUATION	For Evacuation and rescue: • Evacuate and direct all persons to the safe designated gathering point in the staff parking lot and account for everyone including visitors and clients. • Assist ill or injured workers to evacuate the building • Provide first aid to injured workers if required • Call 911 to arrange for transportation of ill or injured workers to the nearest health care facility if required.
DESIGNATED RESCUE AND EVACUATION WORKERS	The following workers are trained in rescue and evacuation: Joe Smith – Sales John James - Maintenance

List the location of the nearest emergency response facilities

Identify fire protection requirements, such as sprinklers

Identify how the emergency will be communicated ie automatically through fire alarm or by calling 911

List where first aid supplies are located, the names and location of first aiders and how injured workers will be transported. Reference First Aid, Part 11 of the OHS Code

List the names and location of workers trained in rescue and evacuation

Completed on: _____

Signed: _____

Make sure the plan is dated and signed. It should be updated on a regular basis and if new potential emergencies are identified in the

Resources

Additional resources are available at the Alberta Human Resources and Employment, Workplace Health and Safety website at: www.worksafely.org
or by calling the AHRE Contact Centre at: **1-866-415-8690**

Legislation

- *OHS Act*: www.qp.gov.ab.ca/documents/acts/O02.cfm
- *OHS Regulation*: www.qp.gov.ab.ca/documents/Regs/2003_062.cfm?frm_isbn=077971752X
- *OHS Code*: www.gov.ab.ca/hre/whs/publications/pdf/OHSC-1.pdf
- OHS Code Explanation Guide: www.gov.ab.ca/hre/whs/law/ohs_regcode_down.asp#eg

Publications Online

- Employer's Guide: *Occupational Health and Safety Act*: www.gov.ab.ca/hre/whs/publicaitons/pdf/li009.pdf
- Worker's Guide: *Occupational Health and Safety Act*: www.gov.ab.ca/hre/whs/publications/pdf/li008.pdf
- Due Diligence ("the level of judgement, care, prudence, determination, and activity that a person would reasonably be expected to do under particular circumstances"): www.gov.ab.ca/hre/whs/publications/pdf/li015.pdf -
- NIOSH Pocket Guide to Chemical Hazards--summary of health and safety information for many common chemicals, as well as recommended protective equipment: www.cdc.gov/niosh/npg/npg.html
- Canadian Centre for Occupational Health and Safety – general information on health and safety topics: www.ccohs.ca
- Developing a First Aid Plan: www.gov.ab.ca/hre/whs/publications/pdf/fa012.pdf
- First Aid Records: www.gov.ab.ca/hre/whs/publications/pdf/fa009.pdf
- Workplace First Aiders and Legal Requirements: www.gov.ab.ca/hre/whs/publications/pdf/fa011.pdf
- Reporting Injuries and Incidents: www.gov.ab.ca/hre/whs/publications/pdf/li016.pdf

Resources

e-Learning Programs

- **OHS Legislation**: http://www3.gov.ab.ca/hre/whs/learning/legislation/legislation.htm
- **Hazard Assessment and Control**:
  http://www3.gov.ab.ca/hre/whs/learning/hazard/hazard.htm
- **Incident Investigation**: http://www3.gov.ab.ca/hre/whs/learning/incident/incident.htm

Appendix A: Sample Hazard Assessment Form

Sample Hazard Assessment Form (Page 1)

Step 1: On the Hazard Identification checklist, check off all the hazards or potential hazards that are present at your work site. Add any identified hazards specific to your work site to the list:

HAZARD IDENTIFICATION			
Physical Hazards		**Chemical Hazards**	
Lifting and handling loads	☐	Chemicals (identify types)	☐
Repetitive motion	☐	Type:	☐
Slipping and tripping	☐	Type:	☐
Moving parts of machinery	☐	Type:	☐
Working at heights	☐	Type:	☐
Pressurized systems	☐	Type:	☐
Vehicles	☐	Dusts	☐
Fire	☐	Fumes (identify types)	☐
Electricity	☐	Type:	☐
Noise	☐	Type:	☐
Lighting	☐	Type:	☐
Temperatures	☐	Mists and Vapors (identify types)	☐
Vibration	☐	Type:	☐
Ionizing Radiation	☐	Type:	☐
Workplace Violence	☐	Type:	☐
Other:	☐	Other:	☐
Other:	☐	Other:	☐
Other	☐	Other:	☐
Biological Hazards		**Psychological Hazards**	
Viruses	☐	Working conditions	☐
Fungi (mould)	☐	Fatigue	☐
Bacteria	☐	Stress	☐
Blood and Body Fluids	☐	Other:	☐
Sewage	☐	Other:	☐
Other:	☐	Other:	☐
Other:	☐		

NOTE: If you work in a high hazard industry, an industry specific checklist may be required.

Appendix A: Sample Hazard Assessment Form

Step 2: Hazard Assessment and Control Sheet (Sample – Page 2)

- Take the hazards identified on the checklist above and list them on the Hazard Assessment and Control Sheet
- Identify the controls that are in place: engineering, administrative, PPE or combination for each hazard

Company: _____ **Location:** _____

Date of assessment: _____ **Completed by:** _____

Hazard	Controls in Place (list)			Follow-up Action required	Date/Person Responsible
	Engineering	Administrative	PPE		

Appendix B: Sample First Aid Record Form

First Aid Record (Sample)

Date of injury or illness: _____ Time: _____ AM ☐ PM ☐
Day Month Year

Date injury or illness **Reported to First Aider:** _____ Time: _____ AM ☐ PM ☐
Day Month Year

Full name of injured or ill worker: _____

Description of the injury or illness:
_____
_____
_____

Description of where the injury or illness occurred/began:
_____
_____
_____

Cause of the injury or illness:
_____
_____
_____

First aid provided? Yes ☐ (If yes, complete the rest of this page) No ☐

Name of first aider: _____

First aid qualifications:

Emergency First Aider	☐	Emergency Medical Technician- Paramedic	☐
Standard First Aider	☐	Emergency Medical Technician – Ambulance	☐
Advanced First Aider	☐	Emergency Medical Technician	☐
Registered Nurse	☐	Emergency Medical Responder	☐

First Aid provided:
_____
_____
_____
_____
_____
_____
_____

CONFIDENTIAL

Keep this record for at least 3 years from the date of injury or illness

Appendix C: Sample Workplace Violence Policy and Procedures

Prevention of Workplace Violence
Policy Statement (Sample)

The management of _____ recognizes the potential for workplace violence
Company Name
and other aggressive behavior directed at our employees. We will not tolerate behavior from anyone that intimidates, threatens, harasses, abuses, injures or otherwise victimizes our employees and will take whatever steps are appropriate to protect our employees from the potential hazards associated with workplace violence. We are committed to providing our employees with an appropriate level of protection from the hazards associated with workplace violence.

Management Responsibilities

Management will:

- Inform employees if they are working in an area where there is a potential for violence and identify any risks that are specific to that area.
- Ensure that appropriate procedures are in place to minimize the risk to our employees from violence.
- Ensure that employees are trained in recognizing and responding to situations involving workplace violence.
- Ensure that every reported incident of workplace violence is investigated and potential areas for improvement are identified.

Employee Responsibilities

- Employees of (company name) are required to be familiar with and follow the procedures that are in place to protect them from workplace violence.
- All employees must participate in the instruction of workplace violence prevention.
- Employees are required to immediately report all incidents of workplace violence to their supervisor or (identify alternate) _____ e.g. manager, foreman, security.
- Employees are also responsible for participating in work site hazard assessments and implementing controls and procedures to eliminate or control the associated hazards.

No employee can be penalized, reprimanded or in any way criticized when acting in good faith while following the procedures for addressing situations involving workplace violence.

_____ _____

Signature of company owner/president Date

Appendix C: Sample Workplace Violence Policy and Procedures

Procedures

In addition to a policy, procedures should be developed and communicated to all workers. The procedures should address the following areas:

- ***How potential hazards will be identified and communicated to staff***

- ***How to respond to workplace violence***

- ***How to report workplace violence***

- ***How to investigate and document incidents of workplace violence***

- ***The support available for victims of workplace violence***

- ***Training of workers***

Appendix D: Sample Emergency Response Plan

Emergency Response Plan (Sample)

Company Name: _____

Location: _____

POTENTIAL EMERGENCIES (Based on Hazard Assessment	The following are identified potential emergencies: _____ _____ _____ _____
EMERGENCY PROCEDURES	In the event of an emergency (type or general) _____ _____ occurring within or affecting the work site, the (designated person) _____ makes the following decisions and ensures the appropriate key steps are taken: • • •
LOCATION OF EMERGENCY EQUIPMENT	Emergency equipment is located at: • Fire Alarm: _____ • Fire Extinguisher: _____ • Fire Hose: _____ • Panic Alarm Button: _____ • Other
WORKERS TRAINED IN THE USE OF EMERGENCY EQUIPMENT (List of names of workers trained)	1. _____ 2. _____ 3. _____ 4. _____
EMERGENCY RESPONSE TRAINING REQUIREMENTS	**Type of Training** / **Frequency** _____ / _____ _____ / _____ _____ / _____ _____ / _____
LOCATION AND USE OF EMERGENCY FACILITIES	The nearest emergency services are located: • Fire station: _____ • Ambulance: _____ • Police: _____ • Hospital: _____ • Other: _____

Appendix D: Sample Emergency Response Plan

FIRE PROTECTION REQUIREMENTS	• _____ are located are located _____ _____
ALARM AND EMERGENCY COMMUNICATION REQUIREMENTS	• _____ _____ _____
FIRST AID	First Aid Supplies are located at: • First Aid Kit Type: _____ Location: _____ • Other: _____ First Aiders are: • Name: _____ Location: _____ Shift or hours of work: _____ Transportation for ill or injured workers is by _____ _____. Call _____ _____.
PROCEDURES FOR RESCUE AND EVACUATION	In case of (type of emergency/evacuation) • _____ _____ • _____ _____
DESIGNATED RESCUE AND EVACUATION WORKERS	The following workers are trained in rescue and evacuation: • Name: _____ Location: _____ • Name: _____ Location: _____

Completed on: _____

Signed: _____

WORK SAFE ALBERTA

Feedback Form for *Health and Safety Toolkit for Small Business*

Alberta Human Resources and Employment (AHRE) would like your feedback on the Health and Safety Tool Kit for Small Business. All responses are kept confidential and will be grouped with other responses to provide an overall evaluation of the document. **Please send the completed form to:**

Sharon L. Chadwick, Best Practices Specialist
Workplace Health & Safety Policy and Legislation
8th Floor, 10808-99 Avenue
Edmonton, Alberta T5K 0G5
or Fax to: 1-780-422-0014

Date survey completed: _____

1. How did you find out about the Health and Safety Tool Kit for Small Business?
   - ☐ Occupational Health and Safety Magazine
   - ☐ Industry Association – Specify_____
   - ☐ Website – Specify site: _____
   - ☐ Other – Specify _____

2. The following questions will help us determine the usefulness of the content available in the toolkit. Please choose **one** answer.

	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree	No opinion
a) The information was easy to find.	❑	❑	❑	❑	❑
b) The information was easy to understand.	❑	❑	❑	❑	❑
c) The information was useful.	❑	❑	❑	❑	❑
d) I will be able to apply this information to my workplace.	❑	❑	❑	❑	❑
e) There was enough information provided.	❑	❑	❑	❑	❑

f) What information, if any, would you like to see added to the toolkit?

g) What information, if any, should be deleted from the toolkit?

h) What information was most useful to you?

i) Did you use the information in the toolkit?	j) Did you use the sample forms provided in the document?
☐ Yes. ☐ No -- Why not?	☐ Yes ☐ No – Why not?

k) Would you recommend this document to others?
- ☐ Yes.
- ☐ No -- Why not?

3. The following questions help us understand how the needs and views of groups of users are different, which will help improve our information products. All answers will be kept confidential.

a) Is your age category (select one):
- ☐ 15 or under
- ☐ 16 to 24
- ☐ 25 to 34
- ☐ 35 to 44
- ☐ 45 to 54
- ☐ 55 - 64
- ☐ 65 or over

WORK SAFE ALBERTA

b) What is the highest level of education you have completed? (select one):

- ☐ Less than Grade 12
- ☐ High school diploma
- ☐ Trades certificate or diploma
- ☐ College certificate or diploma
- ☐ University certificate or diploma
- ☐ University – Bachelor degree
- ☐ Master's degree
- ☐ PhD

c) Where do you live? (select one):

- ☐ In Alberta
- ☐ Outside of Alberta, but within Canada
- ☐ Outside of Canada

d) Which type of industry sector(s) are you employed in? (select all that apply):

- ☐ Agriculture and Forestry
- ☐ Business, Personal and Professional Services
- ☐ Construction and Construction Trade Services
- ☐ Manufacturing and Processing
- ☐ Mining and Petroleum Development
- ☐ Public Administration, Education and Health Services
- ☐ Retail and Wholesale Trade Services
- ☐ Transportation, Communication and Utilities
- ☐ Other: _____

e) How many workers are there at your work site?

- ☐ Less than 10
- ☐ 10 –19
- ☐ 20 – 39
- ☐ 40 –99
- ☐ 100 or more

f) What is your current occupation or position? (select all that apply):

- ☐ Employer
- ☐ Tradesperson
- ☐ Labourer
- ☐ Front line worker
- ☐ Supervisor
- ☐ Labour Organization Employee
- ☐ Industry Association Employee
- ☐ Government Agency/WCB Employee
- ☐ Health and Safety Professional
- ☐ Self-employed
- ☐ Student
- ☐ Other (please specify): _____

g) If you would like a response to your comments please provide the following information:

Name: _____

Contact E-mail: _____ Contact Phone Number: _____

If you have any questions or comments about the feedback form, please contact Sharon Chadwick at (780) 422-8185 or by e-mail at sharon.l.chadwick@gov.ab.ca.

Thank you for taking the time to provide us with your feedback. Alberta Human Resources and Employment values everyone's opinion.

WORK SAFE ALBERTA

Contact us:

Province-Wide Contact Centre

Edmonton & surrounding area:
(780) 415-8690

Toll-free within Alberta:
1-866-415-8690

Deaf or hearing impaired
- In Edmonton: **(780) 427-9999**

or
- **1-800-232-7215**
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Web Site

www.worksafely.org

Getting copies of OHS Act, Regulation & Code:

Queen's Printer

www.qp.gov.ab.ca

Edmonton (780) 427-4952
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Workplace Health and Safety

www.whs.gov.ab.ca/law

Call any Government of Alberta office toll-free
Dial 310-0000, then the area code and telephone number you want to reach

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SMB001 – December 2004